



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 8, 2014

Dorothy Knoke  
1109 8<sup>th</sup> Street NW  
Cedar Rapids, Iowa 52405

Dear Dorothy,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.[http://www.dhs.iowa.gov/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html)

This letter is in regards to the April 8, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Reason determined out of compliance:** I observed the outdoor play equipment did not have an adequate amount of wood chips (only 1-2 inches) to cushion a fall. I observed you did not have a smoke detector mounted at the top of the basement stairway and did not have a safety barrier at the stairway to the second floor. I noted other items that were out of compliance that need correcting.

**How to correct:** You need to correct these compliance issues noted in this letter by May 26, 2014.

☐ 110.5(1) g- Safety barriers are at stairways and doors as needed.

**Reason determined out of compliance:** I observed the stairway to the second floor did not have a safety barrier in place to prevent children from having access to the steps.

**How to correct:** You placed a barrier on the stairway when this was pointed out. You need to have a barrier in place for all stairways when children unable to independently negotiate steps are present (usually around age 3).

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

**Reason determined out of compliance:** I observed you did not have an adequate amount of soft landing surface under the outdoor play equipment.

**How to correct:** You had 1-2 inches of wood chips under the equipment. Add enough wood chips so they are a minimum of six inches in depth.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**Reason determined out of compliance:** I observed there was no smoke detector at the top of the basement stairway.

**How to correct:** Place a smoke detector at the top of the basement stairway.

☐ 110.5(1) w- Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

**Reason determined out of compliance:**

**How to correct:**

☐ 110.5(1) x- For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

**Reason determined out of compliance:**

**How to correct:**

☐ 110.5(3) Activity Program.

☐ 110.5(3) e- All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Reason determined out of compliance:** I observed you did not have an adequate amount of soft landing surface under the outdoor play equipment.

**How to correct:** You had 1-2 inches of wood chips under the equipment. Add enough wood chips so they are a minimum of six inches in depth.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Reason determined out of compliance:** I did not find this information in the file for Ja.

**How to correct:** Whenever a child begins in your care make sure you get a copy of a physical dated within the past 12 months for their file. Keep this initial physical in the file.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**Reason determined out of compliance:** I did not find this information in the two school-aged children's files.

**How to correct:** Have the parents complete and sign the form I left with you to meet this requirement. This form needs to be done by the parents annually.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: May 26, 2014**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/432-1076.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).